GOVERNOR'S OFFICE FOR CHILDREN
A Division Within the
GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

FY21 Community Partnership Agreement

Notice of Funding Availability

Maryland
GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

Online Submission Deadline: April 1, 2020
Funded through:
State of Maryland

Governor's Office for Children
A Division Within the
Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goc.maryland.gov
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY
Funding through this application is available to Local Management Boards.

IMPORTANT LINKS
Application Instructions:
https://docs.google.com/document/d/1rWVLVoSolnxguwsRogjU7VOkyaacc-h2fG6X9atQRrY/edit?usp=sharing

Grant Management System (GMS): http://goccp.maryland.gov/grants/
NEW:*GMS submission is required; Hard copy applications are not accepted.*

Getting Started

Thank you for applying for funding for a Community Partnership Agreement (CPA) from the Children's Cabinet as administered by the Governor's Office for Children (Office), a division within the Governor's Office of Crime Control and Prevention (GOCCP). The primary purpose of the funding is to provide resources at the local level to strengthen community-based services to children, youth, and families.

If you need application assistance, please contact:

Kim Malat, Assistant Deputy Director
Governor's Office for Children
kim.malat@maryland.gov

Our success is measured by grantee success. It is critical that we hear from you, our customers. To share your ideas of how the Offices can serve you better, email your assigned Policy Analyst.

What's New for FY21

- Applications must be submitted online using GOCCP's Grant Management System (GMS) at http://goccp.maryland.gov/grants/. Hard copy applications are not accepted.

- Staff will assess the merits of the proposed programs/strategies in each of the areas as noted in the Notice of Funding Availability (See Notice of Funding Availability Application Instructions located at https://docs.google.com/document/d/1rWVLVoSolnxguwsRogjU7VOkyaacc-h2fG6X9atQRrY/edit?usp=sharing:

- No bonus points are available.

- Training and technical assistance is available during the period of January 15, 2020 through April 1, 2020. There is no "blackout" period.

Mission:

The Governor's Office for Children promotes the well-being of Maryland's children, youth, and families through data-driven policies and collective solutions.

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I. ELIGIBILITY CRITERIA

A. Entities designated as the Local Management Board by a local jurisdiction are eligible to apply.

II. PROGRAM DESCRIPTION

A. Requiring Agency
Governor's Office for Children (GOC), a division within the Governor's Office of Crime Control and Prevention (GOCCP), on behalf of the Children's Cabinet.

B. Opportunity Title
FY21 Community Partnership Agreement (CPA)

C. Submission Date
April 1, 2020

D. Anticipated Period of Performance
July 1, 2020 to June 30, 2021

E. Funding Opportunity Description
Local Management Boards (Boards) were established in the 1990s as part of a State/local collaboration committed to improving the well-being of Maryland's children, youth, and families. The Boards were created to promote improved, coordinated local decision-making that focuses on results and accountability. The premise was, and continues to be, that health, education, economic, and social outcomes are more likely to be improved if decisions about programs and strategies are made by local jurisdictions with the funding, support, guidelines, and accountability managed by the State.

The jurisdictions, through their Boards, bring the knowledge of local needs, resources, and strengths. The Boards bring together public and private agencies, local government, faith-based and civic organizations, families, youth, and community members to develop, implement, and review a community plan. The plan includes strategies to improve outcomes for one or more of the State's Child Well-Being Results[1]:
- Babies Born Healthy
- Healthy Children
- Children Enter School Ready to Learn
- Children are Successful in School
- Youth will Complete School
- Youth have Opportunities for Employment or Career Readiness
- Communities are Safe for Children, Youth and Families
- Families are Safe and Economically Stable

The Office is making up to $18,086,251 available for Board Support and programs/strategies that address the State's Child Well-Being Results (above).

Boards may request to utilize funding for planning activities and should submit a completed Program/Strategy/Planning page for this request that includes a thorough description of the specific planning activities that require funding. It is not necessary to provide evidence of effectiveness or to propose performance measures for planning activities identified in the application.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

FUNDING DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL OR RECONSIDERATION.

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[1] For more information on the Results and Indicators, please see the State of Maryland Policies and Procedures Manual for Local Management Boards (July 1, 2019) available at: https://goc.maryland.gov/wp-content/uploads/sites/8/2019/08/LMB-Manual-07-01-2019.pdf.

III. PROGRAM/STRATEGY REQUIREMENTS

A. Program/Strategy Priorities

For FY21, Local Management Boards are specifically encouraged to focus on the following Children's Cabinet priorities:

1. Increasing trauma-informed services and preventing Adverse Childhood Experiences (ACEs);
2. Reducing the impact of parental incarceration on children, youth, families, and communities;
3. Reducing youth homelessness;
4. Improving outcomes for disconnected/opportunity youth;
5. Reducing childhood hunger;
6. Increasing opportunities for diversion from the juvenile justice system; and/or,
7. Preventing out-of-State placements.

B. Programs/strategies may address any Child Well-Being Result and corresponding Indicator as appropriate and will include activities that address the complex and unique needs of the identified population.

C. Successful applications to address prevention/early intervention for a population will:
1. Be based on a clear understanding of the local population, including a discussion of the data (including citations) for this population;
2. Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the population;
3. Consider best practices and evidence-based approaches in program implementation; and,
4. Demonstrate a connection to local efforts for which the proposed strategy is complementary and not duplicative.

D. If a Board intends to propose a program for funding that falls outside of the criteria herein, the Board may request a waiver under the following circumstances:
1. The program has been identified as a critical need in the community plan;
2. No other similar service exists in the jurisdiction to meet the need; and,
3. The Board can demonstrate that the loss of service will have a significant negative impact on vulnerable children or families in the jurisdiction.

E. Discussion of Program/Strategy Priorities

The priorities listed below may be addressed both individually and also embedded within one or more programs/strategies proposed.

1. **Increasing Trauma-Informed Services and Preventing Adverse Childhood Experiences (ACEs)**
    Preventing ACEs and engaging in early identification of children and youth who have experienced these events could have a significant impact on a range of critical health problems. Programs/strategies will address the Child Well Being Results of "Healthy Children"; "Communities are Safe for Children, Youth, and Families"; and/or "Families are Safe and Economically Stable."

    Successful applications to address this population will:
    a. Increase awareness of ACEs among State- and community-level prevention professionals, emphasizing the relevance of ACEs to behavioral health disciplines;
    b. Include ACEs among the primary risk and protective factors, if engaging in prevention planning efforts;
    c. Propose programs/strategies designed to address ACEs, including efforts focusing on reducing intergenerational transmission of ACEs; and,
    d. Use ACEs research and local ACEs data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts.

    Mandatory performance measures for this priority will include:
    a. Number of ACE initiatives implemented;

b. Number and percentage of participants who report increased awareness of ACEs;
c. Number and percentage of programs/strategies incorporating ACEs concepts in planning efforts and interventions; and,
d. Number and percentage of programs/strategies incorporating ACEs research and local ACEs data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts.

2. **Reducing the Impact of Parental Incarceration on Children, Youth, Families, and Communities**
Incarceration affects Maryland's communities at vastly different rates and there is no jurisdiction immune to its consequences. Average family income decreases by more than 22% during a parent's incarceration, and the parent's earnings also decrease following their release[2]. Children of incarcerated parents are more likely to become homeless or enter foster care.

Programs/strategies may address one or more of the Child Well Being Results and will focus on interventions that promote family stability, maintain familial connections, support reunification, etc.

Successful applications to address this population will:
a. Be based on a clear understanding of the local population affected by incarceration, including a discussion of the data for this population;
b. Incorporate the local partners necessary to ensure success in mitigating the effects of incarceration on children, youth, families, and the community;
c. Consider best practices in program implementation; and,
d. Demonstrate (by a letter of support, through narrative discussion, etc.) a connection to local efforts to address reentry, justice reinvestment plans, or substance use (particularly opioid addiction) strategies.

Mandatory performance measures for this priority will include:
a. Number of participants who report an improved attitude/outlook for communication and family stability, and resources available during/post incarceration; and,
b. Number and percentage of participants who report increased communication, family stability, maintenance of familial connections, or support in reunification.

3. **Reducing Youth Homelessness**
Local Management Boards are positioned to identify the drivers and effects of youth homelessness in their communities and ensure those youth are connected to appropriate services. Programs/strategies will address the Child Well Being Result of "Families are Safe and Economically Stable" and will include activities that address the complex and unique needs of the unaccompanied homeless youth population.

Successful applications to address this population will:
a. Be based on a clear understanding of local unaccompanied homeless youth, including a discussion of the data for this population;
b. Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the unaccompanied homeless youth population;
c. Consider best practices in program implementation; and,
d. Demonstrate (by a letter of support, through narrative discussion, etc.) that links the program to local stakeholder groups/resources, the local Continuum of Care, other local homelessness planning efforts, etc.

Mandatory performance measure for this priority will include:
a. Number and percentage of participants who report improved housing stability; and,
b. Number and percentage of participants provided with services to obtain housing stability.

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[2] The Pew Charitable Trusts, 2010. *Collateral Costs: Incarceration's Effect on Economic Mobility*. Washington, DC: The Pew Charitable Trusts.

4. **Improving Outcomes for Disconnected/Opportunity Youth**
   Disconnected youth are teenagers and young adults between the ages of 16 and 24 who are neither working nor in school. These youth are also referred to as "Opportunity Youth" because reconnecting them to work and school has a positive economic and civic impact. Given the diverse nature of the population, effective strategies for improving outcomes must be based on local data, specific challenges, and particular needs.

   Programs/strategies will address either the Child Well Being Result of "Youth Will Complete School" or "Youth Have Opportunities for Employment or Career Readiness" and will focus on reconnecting the out-of-school population to work or school or preventing youth from becoming disconnected in the future.

   Because one program/strategy cannot meet all needs, Boards are strongly encouraged to adopt a "collective impact" approach, whereby the Board convenes a variety of partners to work together to provide programming, remove barriers, and support long-term goals, with each partner playing a distinct but complementary role.

   Successful applications to address this population will:
   a. Be based on a clear understanding of the local out-of-school and/or out-of-work youth population, including a discussion of the data for this population;
   b. Incorporate the local partners necessary to ensure successful reconnection to work and/or school;
   c. Consider best practices in program implementation; and,
   d. Demonstrate (by a letter of support, through narrative discussion, etc.) connections to local Workforce Development Board programs, drop-out recovery efforts, or two generation strategies.

   Mandatory performance measure for this priority will include:
   a. Number and percentage of participants not working or in school who report a connection to work/school; and,
   b. Number and percentage of participants at-risk of disconnection who report maintaining the connection.

5. **Reducing Childhood Hunger**
   Beyond connecting children and their families to food assistance programs, the Office and the Children's Cabinet also recognize the importance of building sustainable strategies to reduce the incidence of hunger among Maryland's children.

   Programs/strategies will address the Result of "Families are Safe and Economically Stable" and will include activities that encourage family self-sufficiency and shift the focus to long-term impact. **Programs/strategies that include only immediate hunger-alleviating activities without family self-sufficiency approaches will not be funded.**

   Successful applications to address this population will:
   a. Be based on a clear understanding of the local population's food insecurity, including a discussion of the data for this population;
   b. Incorporate the local partners necessary to ensure long-term family self-sufficiency;
   c. Consider best practices in program implementation; and,
   d. Include activities that encourage family self-sufficiency and shift the focus to long-term impact.

   Mandatory performance measure for this priority will include:
   a. Number and percentage of participants who report increase in self-sufficiency;
   b. Number and percentage of participants who report a reduction of food insecurity; and,
   c. Number and percentage of participants who report an increase in food/meal availability.

6. **Increasing Opportunities for Diversion from the Juvenile Justice System**
   Programs/strategies should focus on creating outreach and programming designed to divert low-risk youth from formal processing into the juvenile justice system. These diversion programs should also include youth involved in school-based offenses. The goal is to reduce the number of youth entering the juvenile justice system by providing supportive services within the communities in which they reside.

   Programs/strategies will address the Result of "Communities are Safe for Children, Youth and Families" and indirectly address the Results of "Youth will Complete School" and "Youth have Opportunities for Employment or Career Readiness," respectively.

   Successful applications to address this population will:
   a. Work directly and collaborate with local law enforcement, State's Attorneys' Offices, and other partners to develop or enhance community-based outreach and programming to divert low-risk youth away from formal processing in the juvenile justice system. Other partners may include, but are not limited to, the Department of Juvenile Services Regional Office representative, the local Racial and Ethnic Disparities (RED) Coordinator (when applicable), community association groups, youth advocate groups, and the Juvenile Court Magistrate or Judge.
   b. Include pro-social activities, connections to services and supports for youth and families, employment- readiness and career development training and team mentoring and/or supervision in the community;
   c. Develop outreach/programming for youth at-risk of being recruited by gangs (even if the youth has not had previous law enforcement contact) by working with local partners to focus on communities with high gang membership and activity; and,
   d. Include objective indicators of success for youth referred to the diversion program to be compiled by the program administrator on an annual basis. Such measurements include, but are not limited to: school attendance, employment, whether the youth is living at home and additional law enforcement contact.

   Mandatory performance measures for this priority will include:
   a. Number and percentage of participants at risk of entering the juvenile justice system who were alternatively provided supportive services within their community;
   b. Number and percentage of youth referred to a diversion program by law enforcement;
   c. Number and percentage of youth referred to a diversion program by the Department of Juvenile Services; and,
   d. Number and percentage of youth who successfully complete the diversion program (versus formal system processing).

7. **Preventing Out-of-State Placements**
   Programs/strategies will address the "Families are Safe and Economically Stable" Child Well Being Result.

   Successful applications to address this population will:
   a. Employ a multi-disciplinary approach utilizing State and non-state partners;
   b. Document risk factors for out-of-State placement; and,
   c. Create or maintain a plan to support children and families at-risk for out-of-State placement with attention to youth with multiple risk-factors (e.g. multiple disabilities [physical, mental, developmental, intellectual, learning, etc.], behavioral issues, substance use/abuse, education needs, juvenile justice involvement, foster care, etc.).

   Mandatory performance measures for this priority will include the following measures that are currently collected for the Local Care Team:

a.　Number and percentage of new cases referred for in-State residential placements that are alternatively served through community-based services; and,

　　　b.　Number and percentage of new cases referred for out-of-State placement that are alternatively served through in-State community based services or in-State residential placements.

F.　Allocation

Each jurisdiction will be eligible for a FY21 funding allocation equal to the Board's FY 2020 allocation. Funding for Board Support may be adjusted within that FY21 allocation. The FY21 allocation for each jurisdiction is identified in the chart, below, that does not include an award for the Local Care Team Coordinator:

Jurisdiction	FY21 Allocation[3]
Allegany	$462,798
Anne Arundel	$1,241,252
Baltimore City	$2,921,102
Baltimore	$1,396,916
Calvert	$357,067
Caroline	$563,425
Carroll	$513,102
Cecil	$527,429
Charles	$383,826
Dorchester	$433,413
Frederick	$393,603
Garrett	$530,263
Harford	$570,994
Howard	$448,049
Kent	$376,358
Montgomery	$1,527,169
Prince George's	$1,724,396
Queen Anne's	$335,286
St. Mary's	$401,718
Somerset	$288,755
Talbot	$470,478
Washington	$674,447
Wicomico	$764,487
Worcester	$779,918
TOTAL	**$18,086,251**

G.　Results-Based Accountability Framework and Performance Measures

The Results-Based Accountability framework[4], the foundation of the Children's Cabinet's work since the 1990s, allows the Office and the Boards to enhance the service delivery activities through the adoption of Results in planning and decision-making; and the use of performance measures to effectively track the impact of the programs and improve program performance. Results-Based Accountability focuses on two key types of accountability and language discipline:

Population Accountability Language	Population Accountability Questions
Result is a population condition of well-being for children, adults, families, and communities *Example: Families are safe and economically stable.*	What are the quality of life conditions we want for the children, adults and families who live in our community? 1.　How can we measure these conditions? 2.　How are we doing on the most important of these measures?

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[3] The allocation listed does not include a FY21 award for the Local Care Team Coordinator.

[4] For information on the Results-Based Accountability framework, go to www.raguide.org or www.resultsaccountability.com, or access the online materials that are available through the Scorecard license provided to each Board.

Indicator is a measure that helps to quantify the achievement or result. *Example: The percent of children under age 18 whose family income is equal to or below the federal poverty threshold.*	3. Who are the partners that have a role to play in doing better? 4. What works to do better, including no-cost and low-cost ideas? 5. What do we propose to do?
Performance Measure Language **Performance Measures** are measures that tell how well a program, agency, or service system is working and specifically whether the customers are better off.	**Performance Measure Questions** **1. How much did we do?** Examples: # of people served, # of activities **2. How well did we do it?** Examples: % of tasks performed on time, attendance rates, % customers who report being treated well, unit cost per service, % of standards met **3. Is anyone better off?** Examples: # and % changes in skills, knowledge, attitude, opinion, behavior or circumstance

The Results-Based Accountability framework helps the Children's Cabinet, the Office, and the Boards move from ideas to action to ensure that our work and investments are making a real difference in the lives of Maryland's children, youth and families. The Office employs the framework and the data from the Scorecards to ensure that investments are effective and show the logical link between the desired Results, the Indicators of success, strategies for achieving the desired Results, and performance measures.

Performance measures are required for each funded program/strategy (except for planning requests) and must be developed in accordance with the Results-Based Accountability framework. In addition, Boards are strongly encouraged to use the Results-Based Accountability framework as part of its planning process to develop a response to this Notice of Funding Availability. Boards that engage in activities specific to the framework, such as turn-the-curve exercises, will be best-positioned to develop a successful application that satisfies the Children's Cabinet requirements.

Applications should include the standard performance measures for Board Support and Local Care Team coordinator funding plus two to three How Much, How Well, and Better Off performance measures for each program/strategy. In addition, there are standard performance measures noted In Section III E. for each priority that must be included for FY21 in addition to two to three How Much, How Well, and Better Off performance measures. New performance measures for FY21 should be clearly identified with an asterisk (*).

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding using GOCCP's web-based Grant Management System (GMS) application, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on **GRANTS,** or going directly to the login screen using the web URL: https://grants.goccp.maryland.gov/BLIS_GOCCP/Public/Custom/GOCCP/Default.aspx

In order to use the web-based application you must have a User ID.

If you have *not* previously applied using GMS, go to the web URL below to obtain instructions and the information required to obtain a User ID and password: http://goccp.maryland.gov/grants/requesting-access/.

The last day to request a User ID is **March 25, 2020**. If you have previously applied using GMS, use your existing User ID and password for this application.

If you have previously applied to GOCCP, but *do not have your User ID*, or are having *technical issues with the system,* contact the GOCCP Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Kim Malat at kim.malat@maryland.gov.

The online application must be submitted no later than 3:00 PM on Wednesday, April 1, 2020.

Processing of late applications is governed by the State of Maryland Policies and Procedures Manual for Local Management Boards' policy on Grant Application Deadlines and Late Application Submission effective July 1, 2019. This policy identifies circumstances in which the Children's Cabinet and/or the Governor's Office for Children may consider applications submitted after the deadline. Local Management Board applicants should immediately contact the Governor's Office for Children in the case of extenuating circumstances leading to a late submission.

V. TRAINING/TECHNICAL ASSISTANCE

A. Grant Management System
1. To help applicants prepare and submit applications that reflect the established guidelines and procedures, GMS training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: http://goccp.maryland.gov/grants/gms-help-videos/.
2. Please review the training videos prior to beginning the application to become familiar with system guidelines, fiscal review and tips, civil rights requirements, etc.
3. Additionally, instructions for completing the online application can be found here. Applicants are encouraged to review these instructions prior to completing the online application.

VI. IMPORTANT DATES

Date	Action	Follow-Up/Location/Notes
January 15, 2020	*Issue Notice of Funding Availability*	● GovDelivery email to Local Management Board points of contact and Board members ● Posted to Governor's Office for Children and GOCCP websites. ● GMS
January 15, 2020 through April 1, 2020	*Training and Technical Assistance*	
February 2020 1:00 - 3:30 PM	*Pre-Application Discussion* Staff will provide an overview of the NOFA and the application process and will answer questions. In case of inclement weather in the Annapolis area, an email notification will be issued to Board points of contact and Board chairs advising of any change to the meeting schedule.	● Discussion will be held at the regularly scheduled February meeting of Local Management Board and GOC/GOCCP representatives. ● An exact date will be released through the GovDelivery email to Local Management Board points of contact.
April 1, 2020	*Applications Due* Final applications are due to be submitted in the GMS no later than 3:00 PM EST.	
April 2020	Applications Reviewed	
May 2020	Boards notified of identified deficiencies that	

	need to be addressed to ensure recommendation for funding.	
May 2020	Deadline for Board application cures	An exact deadline will be provided to Local Management Board points of contact.
June 2020	Letters of Intent Sent	
July 1, 2020	FY21 CPA Effective Date	All FY21 grant activity begins for Boards that have received a notification of award. Community Partnership Agreement contracts will be finalized with a 7/1/20 effective date to allow implementation of FY21 activities.

VII. APPLICATION EVALUATION

Applications will be reviewed by staff from, but not limited to, the Office, GOCCP, representatives of Children's Cabinet Agencies, and other partners. Reviews will identify any deficiencies in the application that will need to be rectified before a final CPA can be approved.

Each application will be evaluated based on the following criteria for each section:

1. **Result(s)/Indicator(s)**
   Discussion of one or more of the eight (8) standard Child Well-Being Result(s) that are identified in the community plan that the Local Management Board has prioritized for FY21, including:
   a. The corresponding indicators that are prioritized for FY21;
   b. The story behind the data;
   c. An explanation of why the Board prioritized the Result and Indicator for FY21; and,
   d. A listing of the programs/strategies that are proposed to impact the identified Result and Indicator.

   This information should be included in the GMS in the Narrative tab, in the "Problem Statement/Needs Justification" section. Include the information above for each Result that the Board is prioritizing for FY21.

2. **Program/Strategy/Planning Page(s)**
   Using the template provided, describe all programs/strategies/planning proposed for funding in FY21, with a detailed discussion of:
   a. Need, to include:
      i. Excerpt(s) from the Board's community plan (with citations) that identifies this program/strategy as a critical need for the community.
   b. Target Population to be Served, to include:
      i. Description of how the population was identified as needing the intervention;
      ii. Robust recruitment plan to ensure that the appropriate participants are identified and enrolled; and,
      iii. Target # to be served.
   c. Detailed Program Description, to include:
      i. Where will services be provided? Responses may include zip codes, neighborhoods, school catchment areas, etc.;
      ii. Model, assessment, curriculum and how employed (as applicable);
      iii. Description of the routine intervention/service. What is the vendor going to do?; and,
      iv. If a model program is proposed, a discussion of how fidelity to the model will be ensured/ maintained.
   d. Racial Equity, to include:
      i. Description of short and long term strategies that the applicant will incorporate to

                    reduce/eliminate race equity issues amongst their targeted population(s);

      ii.   Discussion on how the applicant's race/equity efforts will support and inform planning, assessment, implementation, evaluation of the program; and,

      iii.   A description of the most recent race equity data for the jurisdiction.

      iv.   Boards are strongly encouraged to make intentional efforts to address race equity issues within the jurisdiction.

  e.   Evidence of effectiveness for the program/strategy, to include:

      i.   For a new and/or early program for which there is less than three full years of data in the Scorecard, the published research (with full citations) that supports it as an appropriate intervention for the identified population;

      ii.   For an existing program, performance in the Scorecard (≥ three full years) will be reviewed. No additional information is needed for programs for which there is at least three full years of data in the Scorecard (this must include HFY1 2020 data for approved performance measures).

  f.   Proposed Performance Measures:

      i.   Provide two (2) to three (3) headline performance measures each for the How Much, How Well, and Better Off sections;

      ii.   In addition to the above measures, include the standard performance measures for the priority as noted in Section III E. beginning on page 5; and,

      iii.   Identify with an "*" if the measure proposed is new for FY21.

3. Local Care Team Coordinator Page

Use the [template](#) provided to request funding for Local Care Team coordinator funding for FY21. Please upload the completed document into the "Document" tab in the GMS.

The Board must either request Local Care Team coordinator funding or describe how the Local Care Team coordinator functions will be maintained in its respective jurisdiction (e.g. sharing a coordinator with another jurisdiction, supporting the position with another revenue source, etc.). Please use only the template provided for the request.

4. Budget

Use the [Budget Worksheet template](#) provided to develop a budget with a corresponding budget narrative for each proposed program/strategy/planning including the Local Care Team coordinator. Follow the instructions provided in the first tab of the Budget Worksheet template. Enter the totals for each category in GMS as instructed.

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of Community Partnership Agreement awards funded for FY21 will begin July 1, 2020 and end on June 30, 2021**.**

B. Cost Principles

1. See the [State of Manual Policies and Procedures Manual, Section IV, Subsection 50](#) for a discussion of applicable cost principles.
2. See the [State of Maryland Policies and Procedures Manual, Section V, Subsection 10](#) for a discussion of applicable restrictions, including unallowable costs.
3. **Information contained in the links above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The schedule for the distribution of awarded funds and reporting requirements are as noted in the [State of Maryland Policies and Procedures Manual for Local Management Boards, Section II, Subsection 70A](#). For further post-award instructions, read the Special Conditions at:

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:
http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

1. There is no match required except for Youth Services Bureaus funded in accordance with Human Services Article, §9-233, Annotated Code of Maryland and Code of Maryland Regulations (COMAR) 16.17.01.
2. All non-Children's Cabinet Fund revenue that is paid/awarded/administered to/by the Local Management Board in support of a program/strategy must be identified in the appropriate budget(s).
3. In-kind support must likewise be identified in the appropriate budget(s).

C. Supplanting, Transparency, and Accountability

A strong emphasis is placed on accountability and transparency. Boards must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

The Board should ensure that the funding from the Office and/or Children's Cabinet is not used for programs/strategies that could be provided by another organization or State agency. Funding from the Office and/or Children's Cabinet Interagency Funds are the funding source of last resort.

D. Special Conditions/Restrictions

Special conditions/restrictions may be imposed by the Office, GOCCP, and/or the Children's Cabinet to address deficiencies identified in the application, to remedy issues that are raised during review, and/or concerns that cannot be satisfactorily addressed prior to the commencement of the grant period.

E. Reports

Local Management Boards are required to submit program and fiscal reports in a timely manner using the format and system provided by the Office in accordance with the State of Maryland Policies and Procedures Manual for Local Management Boards.